



CITY OF HARTFORD  
DEPARTMENT OF DEVELOPMENT SERVICES  
DIVISION OF LICENSES AND INSPECTIONS



## LANDLORD CERTIFICATE OF REGISTRATION

Pursuant to Section 9-18 of the Hartford Municipal Code and State of Connecticut Public Act 05-223, every non-resident owner of vacant or occupied real property shall, at the time of the creation of the first tenancy in any newly constructed or reconstructed building, or upon transfer of title of said building, or upon moving or changing address, file with the Division of Licenses and Inspections, a Certificate of Registration to be provided by the Division of Licenses and Inspections. A fee of \$25.00 for each separate property must accompany the initial registration form.

**1. PROPERTY INFORMATION**

**PRINT CLEARLY & LEGIBLY**

Check Property Type: ☐ Single Family Residence ☐ Multiple Family Residence ☐ Apartment  
☐ Rooming House ☐ Mixed Use (Comm. & Resid.) ☐ Other \_\_\_\_\_

Property Location \_\_\_\_\_  
Street # \_\_\_\_\_ Street Name \_\_\_\_\_ Street Type (St, Av, etc.) \_\_\_\_\_ Suffix (if any) \_\_\_\_\_

**2. OWNERSHIP INFORMATION**

Complete appropriate section: (Individual/ Partnership or Business Entity)

☐ **Individual/ Partnership**, list name of first owner: \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_

List additional owners on  
the back of this form

list name of second owner: \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_

**Primary Contact Information:** ☐ Owner 1 ☐ Owner 2 (Check One)

Home Address: (no P.O. Box): \_\_\_\_\_ Unit or Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Telephone #: ( ) \_\_\_\_\_  
Business Telephone #: ( ) \_\_\_\_\_ Cell phone #: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

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☐ **Business Entity**, Primary Contact \_\_\_\_\_  
Name of Owner / Officer \_\_\_\_\_

Home Address: (no P.O. Box): \_\_\_\_\_ Unit or Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Telephone #: ( ) \_\_\_\_\_  
Business Telephone #: ( ) \_\_\_\_\_ Cell phone #: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

If the Business Entity is a : ☐ Corporation ☐ LLC ☐ Partnership ☐ LP ☐ Trust ☐ Real Estate  
Investment Trust ☐ Other \_\_\_\_\_

List Names of officers/ members/ partners/ or trustee(s) \_\_\_\_\_  
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**Agent in Charge, Emergency Contact or on-site Manager:** \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Street Address: (no P.O. Box): \_\_\_\_\_ Unit or Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Telephone #: ( ) \_\_\_\_\_  
Business Telephone #: ( ) \_\_\_\_\_ Cell phone #: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_  
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**Mortgage Holder(s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Unit or Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Title** \_\_\_\_\_ **Name:** \_\_\_\_\_  
Last Name First Name  
Street Address: (no P.O. Box): \_\_\_\_\_ Unit or Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Telephone #: ( ) \_\_\_\_\_  
Business Telephone #: ( ) \_\_\_\_\_ Cell phone #: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Title** \_\_\_\_\_ **Name:** \_\_\_\_\_  
Last Name First Name  
Street Address: (no P.O. Box): \_\_\_\_\_ Unit or Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Telephone #: ( ) \_\_\_\_\_  
Business Telephone #: ( ) \_\_\_\_\_ Cell phone #: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Title** \_\_\_\_\_ **Name:** \_\_\_\_\_  
Last Name First Name  
Street Address: (no P.O. Box): \_\_\_\_\_ Unit or Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Telephone #: ( ) \_\_\_\_\_  
Business Telephone #: ( ) \_\_\_\_\_ Cell phone #: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Title** \_\_\_\_\_ **Name:** \_\_\_\_\_  
Last Name First Name  
Street Address: (no P.O. Box): \_\_\_\_\_ Unit or Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Telephone #: ( ) \_\_\_\_\_  
Business Telephone #: ( ) \_\_\_\_\_ Cell phone #: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Title** \_\_\_\_\_ **Name:** \_\_\_\_\_  
Last Name First Name  
Street Address: (no P.O. Box): \_\_\_\_\_ Unit or Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Telephone #: ( ) \_\_\_\_\_  
Business Telephone #: ( ) \_\_\_\_\_ Cell phone #: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Public Act No. 05-223  
AN ACT CONCERNING IDENTIFICATION OF A LANDLORD

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) (*Effective October 1, 2005*) (a) As used in this section, "address" means a location as described by the full street number, if any, the street name, the city or town, and the state, and not a mailing address such as a post office box, "dwelling unit" means any house or building, or portion thereof, which is rented, leased or hired out to be occupied, or is arranged or designed to be occupied, or is occupied, as the home or residence of one or more persons, living independently of each other, and doing their cooking upon the premises, and having a common right in the halls stairways or yards and "agent in charge" means one who manages real estate, including, but not limited to the collection of rents and supervision of property.

(b) Any municipality may require the nonresident owner of occupied or vacant rental real property to maintain on file in the office of the tax assessor or other municipal office designated by the municipality, the current residential address of the nonresident owner of such property, if the owner is an individual, or the current residential address of the agent in charge of the building, if the nonresident owner is a corporation, partnership, trust or other legally recognized entity owning rental real property in the state. If such residential address changes, notice of the new residential address shall be provided by such nonresident owner or agent in charge of the building to the office of the tax assessor or other designated municipal office not more than twenty-one days after the date that the address change occurred. If the nonresident owner or agent fails to file an address under this section, the address to which the municipality mails property tax bills for the rental real property shall be deemed to be the nonresident owner or agent's current address. Such address may be used for compliance with the provisions of subsection(c) of this section.

(c) Service of state or municipal orders relating to maintenance of such rental real property or compliance with state law and local codes concerning such real property directed to nonresident owner or agent at the address of file, or deemed to be file in accordance with provisions of this section, shall be sufficient proof of service of notice of such orders in any subsequent criminal or civil action against the owner or agent for failure to comply with the orders. The provisions of this section shall not be construed to limit the validity of any other means of giving notice of such orders that may be used by the state or such municipality.

(d) Any person who violates any provision of this section shall have committed an infraction.

Sec. 2. (NEW) (*Effective from passage*) Notwithstanding the provisions of section 51-164p of the general statutes, any municipality may by ordinance adopted by its legislative body establish a civil penalty for a violation of section 1 of this act, provided the amount of such civil penalty shall be not more than two hundred fifty dollars for the first violation and not more than one thousand dollars for any subsequent violation. Any person who is asses a civil penalty pursuant to this section may appeal therefrom to the Superior Court. An appeal shall be instituted not later than thirty days for a small claims case pursuant to section 52-259 of the general statutes, at the Superior court facility designated by the Chief Court Administrator, which shall entitle such person to a hearing in accordance with the rules of the judges of the Superior Court.

Approved July 6, 2006